

Browning Public Schools
Board Agenda Request
Meeting to Be Held: 7/12/22



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- Recognition:** Students Staff Parents
Information: Building Report Old Business Superintendent's Report
Action: Resignation Hiring Contract Service Agreements
 Travel Out-of-State Travel In State Approvals
 Termination Legal Matters Other:
This action request pertains to Elementary (only) High School/District Wide
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Date: 7/05/2022

To: School board Members

From: Corrina Guardipee-Hall ED.S.
Title: Superintendent

Subject: Create Maintenance Foreman Position 2022-2023

Description: With all the extra projects we have built, and are building, it is important to create this position.

Financial Impact: \$per Classified Negotiated Lane 5 agreement and experience

Funding Source (Budget/grant, etc.): Impact Aid

Attachment(s): Job Description

Approval: Superintendent's Office/Finance/Personnel as applicable (Initial) _____

Comments: _____

Board Action: N/A (Info) Approved Denied Tabled to: _____



Browning Public Schools
JOB DESCRIPTION
Effective: 7/12/22



Maintenance Foreman

Summary of Functions

Assists Maintenance/Facilities Director with the supervision of maintenance personnel. Assists Director ensuring that facilities are structurally sound, mechanically operational, electrically efficient, and safe by planning and scheduling daily/weekly inspections. Ensures that work order assignments are completed in a safe, proper and timely manner. Fills in to complete work assignments in various trades when required. Responds to after hour emergencies as needed and/or directed by supervisor.

Essential Duties and Responsibilities

1. Maintenance: Assists with other maintenance projects including electrical, boilers, pneumatic controls, plumbing, carpentry, painting, glass work- repair and replacement.
2. Work area: Keeps shop and grounds area clean and well organized.
3. Equipment: Maintains preventive maintenance schedules for equipment, tools, and vehicles. Maintain all heating and air conditioning units in a safe and efficient working condition.
4. Reports: Maintains necessary records and prepares periodic reports.
5. Public Relations: Presents a positive image of Browning Public Schools to the community
6. Vehicle: Operates district vehicles in a safe manner and observes driving rules and regulations at all times. Ensures that the assigned vehicle is ready for use, notifying the supervisor as to major repairs and other work to be performed to keep such items in a safe and operational condition. Keeps the assigned vehicle clean with spare parts and supplies organized and secured. Except when assisting in police or public safety situations, confines such use strictly to school or district business (personal use including riders not permitted).
7. Other: Performs such other functions and assumes such other responsibilities as the supervisor may from time to time assign or delegate.

Organizational Relationships

Supervised by and reports to the Director of Facilities.

Qualifications

Education/Experience – Any combination of education and experience that would provide the required skill and knowledge for successful performance would be qualifying. However, applicants must meet the following minimum qualifications:

- High school diploma or equivalent
- Knowledge of basic trade or craft skills used in construction
- Ability to read blueprints
- Ability to read, direct, motivate, correct, and inspire workers in a positive manner
- Good Communication and organization skills
- Ability to follow written and oral instructions, to write reports, and proficient in basic computer skills.

Desirable Qualifications

Boiler license, previous supervising experience, knowledge of general maintenance areas.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this position the employee regularly works outdoors, employee will work near or with moving mechanical equipment. The employee will be issued personal protective equipment and maybe required to work with toxic chemicals such as petroleum products, degreasers, and sprays.

The information contained in this job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.